

NITEC IN SERVICES – BUSINESS ADMINISTRATION

Course Code: NSBSA / Plan Code: NSBSA

COURSE OBJECTIVE

This course provides students with the skills and knowledge to perform a range of administrative tasks in support of business operations across all sectors and industries.

COURSE STRUCTURE

S/N	Module Details	Module Code	Module Objectives
M1	Business Communication 80 hrs (T) 20 hrs (P) Credits: 5 Prerequisite: Nil	BS2008FP	On completion of the module, students should be able to apply essential communication skills to build professional relationships, and prepare business documents as well as presentations.
		Equivalent Code Nil	
M2	Introduction to Data Analytics & Cyber-security 40 hrs (T) 80 hrs (P) Credits: 4 Prerequisite: Nil	BS2011FP	On completion of the module, students should be able to adopt spreadsheet and analytics software to visualize and analyse data, and generate formatted reports to facilitate informed business decision. Students will also gain awareness on the importance of data confidentiality and data security.
		Equivalent Code Nil	
M3	Business Accounting 90 hrs (T) 30 hrs (P) Credits: 7 Prerequisite: Nil	BA3001FP	On completion of the module, students should be able to record business transaction, prepare ledger, bank reconciliation statement, trial balance and final account.
		Equivalent Code Nil	
M4	Finance Service Administration 40 hrs (T) 60 hrs (P) Credits: 4 Prerequisite: Nil	BA3002FP	On completion of the module, students should be able to provide administrative support to handle financial activities relating to deposit account, loan, remittance and other financial products and services.
		Equivalent Code Nil	
M5	Human Resource Services 60 hrs (T) 40 hrs (P) Credits: 4 Prerequisite: Nil	BA2001FP	On completion of the module, students should be able to perform essential human resource functions to meet organizational needs.
		Equivalent Code Nil	
M6	International Business 40 hrs (T) 60 hrs (P) Credits: 4 Prerequisite: Nil	BA3003FP	On completion of the module students should be able to provide essential information on international trade framework, transportation network and trade financing.
		Equivalent Code Nil	

Abbreviations: T – Theory, P – Practical

CREDITS FOR CERTIFICATION

Total of 28 credits from successful completion of 6 modules.

VENUE

ITE College Central, ITE College East, ITE College West

Note:

- 1) The training schedule of lessons is subject to change.
- 2) Depending on the demand, not all the modules in the CET *Nitec* in Services courses will be offered in each intake. Where the modules are offered and there is insufficient enrolment, the classes will be cancelled and a full refund will be given to the affected students.